



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

Dear State Director:

You are invited to compete for a 2005 Team Nutrition (TN) Training Grant. TN Training Grants are one of the anchor delivery systems for supporting the implementation of the Department of Agriculture's (USDA) nutrition requirements and the *Dietary Guidelines for Americans* in Food and Nutrition Service school meal programs.

State agencies (SA) that administer the National School Lunch Program or the Child and Adult Care Food Program are eligible to apply for a TN Training Grant. Each State may submit only one application on behalf of all interested Child Nutrition State agencies within that State. States may apply individually, as a coalition within a State, or may establish a network and apply as a coalition of States.

Several new features have been added in this year's Request for Application (RFA):

1. **Novice Applicants:** While this competition is open to all SAs administering school meal programs, a new Novice Applicant category is being added. Novice applicants are those SAs that have not received a grant within the past three fiscal years. Applications submitted by these SAs will be read, scored, ranked and considered for funding *separately* from applications submitted by non-novice SAs. Please refer to the description of the applicant categories on Page 5 of the RFA.
2. **Grantee Meeting:** All applicants must include in their budget the costs for two key project staff to attend one (2-day) grantee meeting in Alexandria, VA.
3. **Tips for Application:** This feature has been added to assist SAs in preparing and submitting the application.

The 2005 TN Training grants will be funded for the period of September 30, 2005, through September 30, 2007 by Public Law 108-447, the Consolidated Appropriations Act of 2005. The maximum amount of funding awarded to an individual State or a coalition within a State will be \$200,000; up to \$350,000 for a coalition of two different States; up to \$500,000 for a coalition of three or more different States; and up to \$100,000 of funding for a Novice State.

Critical Dates for the 2005 TNT Grants

March 11, 2005	Intent to Submit an Application is due to FNS
April 18, 2005	Applications are due to FNS by 5:00 pm EDT
July 2005	TN Training Grants Awards will be announced at the School Nutrition Association annual meeting
September 30, 2005	TN Training Grants will be in place and funds available

All grant applications must be **received** by FNS on or before **April 18, 2005, 5:00 p.m., Eastern Daylight Time**. Applications must be mailed directly to FNS at the address noted in the RFA, or submitted electronically by accessing www.grants.gov. Applications submitted via e-mail or fax **will not** be accepted. If applicants choose to apply online through www.grants.gov, there are a number of steps in the registration process that will be required before applications can be submitted electronically. Please note that all applications must include the Catalog of Federal Domestic Assistance Number (10.574), and the State's Data Universal Number (DUNS). Applicants submitting their proposal through www.grants.gov will also be required to obtain a Contract Registry Number (CCR). We urge you to review Page 5 of the RFA, as well as visit the www.grants.gov web page and click on the "Getting Started" tab to get a thorough understanding of the steps you will need to follow to use this means of applying for the TN Training Grant.

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the April 18, 5:00 p.m. EDT deadline. Late applications will not be considered in the competition. Furthermore, we will not consider additions or revisions to applications once they are received.

If there are any questions regarding the TN Training Grant RFA, please contact Suzanne Pastura of the Grants Management Division via email at Suzanne.pastura@fns.usda.gov.

Sincerely,
/s/

STANLEY C. GARNETT
Director
Child Nutrition Division

/s/

LAEL J. LUBING
Director
Grants Management Division

Enclosures